

**Personnel**

**Employment  
Regulations**

**Internal  
Transfers**

**POLICY:**

- .01 Organizations consider all qualified Laboratory employees who apply or who are referred by the Personnel Services (PS) Division, the Human Resources Development (HRD) Division, the Occupational Medicine Group (HS-2), or the Affirmative Action/Equal Employment Opportunity (AA/EEO) Office for position vacancies announced Laboratorywide. ✂

**DEFINITION:**

- .02 A ✂ transfer is the placement of an employee into a position through a competitive process.  
✂ Transfers may be lateral or may involve a promotion or demotion.

**INTERVIEWS AND TESTS  
DURING WORKING  
HOURS:**

- .03 Employees remain in pay status during a Laboratory interview or required test that takes place during normal working hours. These employees are responsible for making advance arrangements with the immediate supervisor before taking time away from the work station. Employees may also remain in work status to complete Job Bid forms. See [AM 322](#)

**REQUIRED APPROVALS:**

- .04 The hiring organization must submit the hire package through the Division Office to the appropriate Employment Representative in the Employment Group (PS-1). Then, if required, PS-1 forwards the package to the cognizant Associate Director (AD) for approval.

**Division Office**

- .05 The appropriate division-level manager approves  
Transfers to nonmanagement positions in his or her organization and  
Exceptions to Laboratory policy on employment of near relatives.

## Internal Transfers

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| <b>Cognizant Associate Director</b>      | .06 | The cognizant AD must approve transfers to group-level management positions.  |
| <b>Director of Human Resources (HDR)</b> | .07 | The DHR must approve<br><br>Waivers of advertising and<br>Reorganizations.  |
| <b>Director's Office</b>                 | .08 | The Director's Office must approve<br><br>Transfers to division- and directorate-level management positions.<br><br>Proposed annual salaries exceeding the required & University of California approval level.<br><br><b>NOTE:</b> Other approvals may be required before a position is advertised. See <a href="#">AM 104</a> .  |
| <b>Security Issues</b>                   | .09 | <b>Sensitive Positions</b> — Department of Energy (DOE) approval is required before an employee can be transferred from a "nonsensitive" to a "sensitive" position. Contact the Personnel/ Information Security Group (OS-15) for information on sensitive positions. DOE must certify Personnel Assurance Program employees.   |
|  | .10 | <b>Transfer to Q-Cleared Position from Uncleared or L-Cleared Position</b> — To transfer an uncleared employee into a cleared position or an L-cleared employee into a Q-cleared position pending the granting of the L or Q clearance requires assurance that the individual will be productively employed while waiting for the clearance and the approval of the hiring official's manager.  |
| <b>OFFERS:</b>                           | .11 | & The authorized Employment Representative in PS (or HRD Division for Special Employment Programs) or the hiring official, in coordination with the Employment Representative, may extend transfer offers. Such offers are extended orally and documented on a Personnel Action (PA) form. The receiving organization may not make any commitment while waiting for all required line management and administrative approvals and for |

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## Internal Transfers

the offer to be officially extended. The oral offer must include the information on the transfer PA form and any special conditions or necessary additional approvals &—for example, medical approval or approval on a proposed salary increase.

**EFFECTIVE DATE:**

- .12 After the position has been offered and accepted, the receiving group and the employee's current group arrange a transfer date that is acceptable to both. Normally, the receiving manager is not required to allow more than 2 pay periods before requiring the transferred employee to report for work. & The effective date must fall on the first day of a pay period unless the situation has extenuating circumstances.

**PERFORMANCE APPRAISAL:**

- .13 Refer to [AM 109](#) for information on conducting performance appraisals on transferring employees.

**TRIAL-BASIS TRANSFER:**

- .14 Most employee transfers to fill an advertised vacancy are on a trial basis (90 calendar days) for both the receiving organization and the transferred employee. This includes transfers within a section or group unless specifically excluded on a PA form. It is not always possible to reinstate a transferred employee in the previous position if the transfer proves unsatisfactory.
- .15 When a transferred employee cannot return to the former position, the employee is permitted to return to the former division at the previous classification and salary. The employee may maintain the classification for no more than 1 year or until the employee accepts an offer of a regular position at the same classification, whichever occurs first. If the employee rejects an offer of an equivalent position at the previous classification and salary or if 1 year has elapsed, the duties and responsibilities performed by the employee are evaluated, and an appropriate classification and salary are established for the position held.

**Exceptions**

- .16 The following actions are not subject to the 90-calendar-day trial-basis transfer provisions:

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Changes in work schedules (for example, full-time to part-time or part-time to casual within the same position).

Changes from fixed-term appointments (such as short-term to regular) or from Special Employment Programs to regular status.

Transfers occurring because of a reduction-in-force (RIF) or reorganization.

Transfers to another position because of marginal or unsatisfactory performance. These transfers require documentation and prior approval of the HRD Division Leader. Consult the Employee Relations Group (HRD-1) for assistance.

Transfers to other organizations when employees can no longer perform effectively in their current positions because of medical problems. Such transfers are limited to circumstances in which other suitable positions do not exist in the current organization. Occupational Medicine Group (HS-2) verification is required. See [AM 113](#) and [AM 118](#).

Directed transfers not already listed above.

Transfers to unadvertised vacancies, such as appointments to TSM Section Leader positions.

### DIRECTED TRANSFERS:

#### Definition

- .17 A directed transfer is the noncompetitive placement of an employee in an advertised position or unadvertised position and can include transfers

Made for programmatic reasons;

Caused by reorganization, reduction-in-force, transfer of functional responsibilities, or funding shortfalls; or

Effected to accommodate medical conditions;

#### Purpose

- .18 Directed transfers allow management to maintain and redeploy the work force for more efficient and productive operation.

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## Internal Transfers

### Transferring Employees

- .19 Normally, a directed transfer moves an employee into an established position at the same level. (Directed transfer is not intended as a mechanism for promoting employees.)
- NOTE:** However, if the employee is not placed in an established position, the receiving organization must contact the Compensation Group (PS-4) within 6 months after placement to establish the new job's series and level and must submit a PA form to make any necessary adjustments resulting from the classification.
- .20 **Approvals** — If the transfer is across group lines, the division-level manager approves. If the transfer is across division lines, both division-level managers must approve. If the transfer is across directorate lines, the DHR must approve.
- .21 **Management** — With the concurrence of the next higher level manager, line management may direct a manager into a nonmanagement position or into another management position at the same level. [See AM 102.](#)
- NOTE:** A program manager or a program director can be directly transferred into a line management position only if he or she previously served in a line management position at the same or higher level or was selected for the program position through a competitive process.